

ADOPTED 2005 BUDGET**DEPT:** DEPARTMENT OF AUDIT**UNIT NO.** 1001**FUND:** General - 0001**OPERATING AUTHORITY & PURPOSE**

Pursuant to Section 59.47 of the Wisconsin Statutes and Chapter 57 of the Milwaukee County Ordinances, the Department of Audit is responsible for post auditing the fiscal concerns of Milwaukee County. The term audit is used to describe not only work done in examining financial statements, but also work done in reviewing internal accounting and administrative controls, compliance with applicable laws and regulations, economy and efficiency of operations and effectiveness in achieving program results. The Department's audits are performed in accordance with Government Auditing Standards. In addition, the Department monitors contracts with

vendors of goods and services for compliance with equal opportunity and affirmative action requirements. The Department annually contracts for an audit of the financial statements of Milwaukee County and the Single Audit of Federal and State grants required by Federal OMB Circular A-133 and State Single Audit Guidelines. The staff also reconciles the County's checking accounts. In addition, the Department maintains a Hotline to receive information from citizens and employees regarding waste, fraud and abuse of Milwaukee County resources.

BUDGET SUMMARY				
Account Summary	2003 Actual	2004 Budget	2005 Budget	2004/2005 Change
Personal Services (w/o EFB)	\$ 1,289,147	\$ 1,227,042	\$ 1,241,104	\$ 14,062
Employee Fringe Benefits (EFB)	477,855	661,666	696,976	35,310
Services	343,338	353,838	370,496	16,658
Commodities	10,996	4,305	6,776	2,471
Other Charges	0	2,198	0	(2,198)
Capital Outlay	0	0	9,320	9,320
County Service Charges	288,432	273,680	272,842	(838)
Abatements	(408,534)	(291,108)	(292,805)	(1,697)
Total Expenditures	\$ 2,001,234	\$ 2,231,621	\$ 2,304,709	\$ 73,088
Total Revenues	\$ 0	\$ 0	\$ 0	\$ 0
Direct Property Tax Levy	\$ 2,001,234	\$ 2,231,621	\$ 2,304,709	\$ 73,088

ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*				
Account Summary	2003 Actual	2004 Budget	2005 Budget	2004/2005 Change
Central Service Allocation	\$ 0	\$ 0	\$ 0	\$ 0
Courthouse Space Rental	186,540	180,693	170,621	(10,072)
Document Services	626	227	437	210
Tech Support & Infrastructure	42,728	38,668	43,648	4,980
Distribution Services	134	220	104	(116)
Telecommunications	7,605	4,620	3,922	(698)
Records Center	0	0	0	0
Radio	0	0	0	0
Personal Computer Charges	22,653	13,739	13,590	(149)
Applications Charges	15,753	20,446	26,741	6,295
Total Charges	\$ 276,039	\$ 258,613	\$ 259,063	\$ 450
Direct Property Tax Levy	\$ 2,001,234	\$ 2,231,621	\$ 2,304,709	\$ 73,088
Total Property Tax Levy	\$ 2,277,273	\$ 2,490,234	\$ 2,563,772	\$ 73,538

* These costs are included in other departmental and non-departmental budgets. They are reflected here to show the "total" amount of tax levy support for this Department.

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PERSONNEL SUMMARY				
	2003 Actual	2004 Budget	2005 Budget	2004/2005 Change
Personal Services (w/o EFB)	\$ 1,289,147	\$ 1,227,042	\$ 1,241,104	\$ 14,062
Employee Fringe Benefits (EFB)	\$ 477,855	\$ 661,666	\$ 696,976	\$ 35,310
Position Equivalent (Funded)*	21.0	20.1	20.0	(0.1)
% of Gross Wages Funded	78.5	71.7	74.8	3.1
Overtime (Dollars)**	\$ 0	\$ 0	\$ 0	\$ 0
Overtime (Equivalent to Positions)	0.0	0.0	0.0	0.0

* For 2003 the Position Equivalent is the budgeted amount.

** Delineated for information. (Also included in personal services.)

PERSONNEL CHANGES				
Job Title/Classification	Action	Number of Positions/ Total FTE	Division	Cost of Positions (Excluding Fringe Benefits)
None				
			TOTAL	\$ 0

MISSION

Through independent, objective and timely analysis of information, the Milwaukee County Department of Audit assists both policymakers and program managers in providing high quality services in a manner that is honest, efficient, effective and accountable to the citizens of Milwaukee County.

In addition, ECP positions are not provided step increases or performance awards in 2005 as allowed in County Ordinance Section 17.265 (3).

BUDGET HIGHLIGHTS

- Personal Services expenditures without fringe benefits increased by \$14,062 from \$1,227,042 to \$1,241,104. Funded positions decreased from 20.1 to 20.0.
- Professional service fees to conduct the County-wide audit increase \$10,000, from \$335,000 to \$345,000.
- A total of \$4,000 is placed into the transportation non-county employee account to provide a peer review of the department which is required by government auditing standards every three years.
- The 2005 Budget reflects a zero wage increase for all represented, non-represented and Executive Compensation Plan (ECP) positions.
- All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severally liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."

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ACTIVITY AND STATISTICAL SUMMARY				
	2003 Budget	2003 Actual	2004 Budget	2005 Budget
Person-Hours Available (net of paid time off)	38,500	35,791	33,250	35,000
<u>Allocation of Available Hours</u>				
Financial/Internal Control Reviews	8,249	2,520	7,641	8,079
Economy & Efficiency/Program Results	5,938	7,003	5,250	5,688
EDP Projects	1,700	1,505	1,430	1,867
Special Projects/Hotline	5,400	8,741	4,522	4,522
Bank Reconciliation	3,632	4,127	3,039	3,476
Contract Compliance	1,750	952	1,463	1,463
Administration	9,131	8,330	7,647	7,647
Other Indirect Time	<u>2,700</u>	<u>2,613</u>	<u>2,258</u>	<u>2,258</u>
Total	38,500	35,791	33,250	35,000
<u>Contract Compliance Activities</u>				
Desk Audits of Affirmative Action Plans	216	16	259	310
Equal Employment Opportunity Certificates Processed	250	260	100	235
<u>Bank Reconciliation Section Activities</u>				
Accounts Reconciled	744	750	690	648